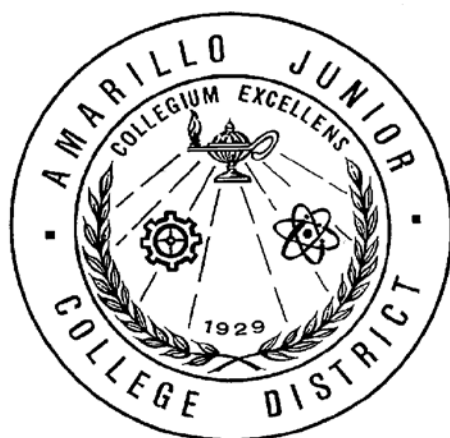


**AMARILLO COLLEGE
SONOGRAPHY PROGRAM**



CLINICAL HANDBOOK

2013

FACULTY

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INTRODUCTION

Congratulations on being accepted to study in the field of Health Science and the career discipline known as Sonography. There are few other careers where one can find daily ever-changing challenges in the workplace and the very real potential for helping others, all while achieving a personal level of satisfaction. Your studies over the next two years should prove to be interesting and ambitious as you work toward becoming a health science **professional** specializing in Sonography.

A person is not born a professional. Instead, a person develops a professional character over time. As you study and observe other members of the health care team, you will come to know and appreciate the meaning of the word “professional”. You will see both good and bad examples of professional behavior and performance, which will guide you toward decisions as to which type of behavior and performance standards you want to imitate in your daily work. Hopefully, you will always endorse the positive standards and avoid the negative.

The title “professional” must be earned in any discipline. It will come to a person only through a consistent dedication and a strong perseverance to the achievement of the goals and competencies associated with the discipline. As you progress from semester to semester, remember to always take pride in your academic accomplishments and in what you do as a Sonographer and respond appropriately. Only then, will you begin to understand the term “professional.”

The Clinical Handbook documentation that follows is provided as a guide to the development of professionalism and a policy manual applicable to each Sonography major who is enrolled in a Practicum Course. Times and methodologies change so that the contents of this handbook may change at any time while you are enrolled in the program. However, any such change will be made known to each current student in writing no less than one week BEFORE the change will become effective to give the student ample time to become knowledgeable of the change and to make the necessary adjustments in order to honor the change.

Each student who enrolls in the Amarillo College Sonography Program will be required to complete a series of six practicum (clinical) courses, usually over a twenty-four month period. An additional twelve months is possible if a leave-of-absence is needed.

Practicum (clinical) education is the integration of cognitive, psychomotor and affective behaviors through observation, direct and indirect assistance and performance of actual diagnostic radiologic procedures. Practicum education moves progressively from a passive mode of observation to a more active mode through the six practicum courses. The student will be expected to observe, assist in, and eventually perform unassisted medical diagnostic imaging procedures while working under the direct and indirect supervision of qualified sonographers.

Because the practicum courses take place within a live, working medical environment, educational procedures, protocols, and rules must be in place and **strictly enforced** to ensure patient safety and a quality sonographic product. The following sections of this handbook describe these procedures, protocols, and rules. They are all necessary; they are all important. The student should become very familiar with all aspects of this handbook as quickly as possible to avoid any misunderstandings and/or errors that could lead to serious consequences.

AFFILIATES FOR PRACTICUM (CLINICAL) ROTATIONS

Various hospitals, clinics and private physician offices have contracted with Amarillo College through the past thirty-six years to provide their facilities (staff, equipment, and patients) for student learning at no monetary charge to the college or students. While the technologists are there to help in your education, their first and foremost responsibility is to the patient. The student must understand that while assigned to a clinical affiliate, they are there as a guest and are required to conform to all of the affiliate/department rules and procedures. While on duty, students are expected to park in the designated areas for each affiliate. The student will be responsible for payment of any citation and/or tow fee as a result of a parking violation.

Students should know that each affiliate reserves the right, in its absolute discretion, to refuse its facilities and services to any student who does not meet professional or other requirements of the facility or any appropriate authority controlling and directing said facility. Amarillo College has no authority whatsoever over the actions of the sonographers and physicians who work in these affiliates. Disputes between students and the employees of the affiliates are inevitable. The college will always strongly support the **rights** of the student when conflicts occur.

Should any affiliate refuse its facilities and services to any student, documentation supporting that decision must be provided to the program director. If the program director sustains the action and determines that the student has violated the Society of Diagnostic Medical Sonography Code of Ethics and/or program policies as outline in this handbook, the student will be refused admission back into that affiliate. The Code of Ethics can be seen at ...

<http://www.sdms.org/about/codeofethics.asp>

If a student is dropped by an affiliate for behavior deemed inappropriate, the student may be placed on clinical probation and required to meet with one of the College's counselors and/or Sonography Faculty to complete a process of remediation outlined by the program director.

If a student is dropped by a second affiliate for behavior deemed inappropriate, documentation supporting that decision will be provided to the program director. If the program director sustains the action, the student will be dropped from the program with no option to re-enroll.

DRESS CODE AND APPEARANCE

Each student will be expected to arrive for clinical duty presenting a professional appearance. Which is interpreted to mean ...

1. Wearing the official uniform, which is clean & neatly pressed.
2. Wearing an approved nametag with an ID picture. Do not use stickers to cover the photograph.
3. Wearing hair up so that it does not hang in face or on shoulders. Hair should be clean and dry. No distracting hair styles or colors.
4. No wearing strong perfumes /colognes or heavy makeup.
5. Fingernails will be natural, clean and kept short, (1/4" beyond the finger is acceptable). Applied nails pose a possible threat to patients as they can harbor microorganisms.
6. Not wearing any visible body piercing apparatus with the exception of small ear studs (no loops or other dangling earrings).
7. Not wearing a tongue piercing apparatus to ensure clear and unhindered speech.
8. Any tattoo must be covered.
9. Scrubs may not be "low riders", or short tops. Tops must fall below waist line of pants, and pants must be worn at the waist. Scrubs may not be rolled down, or pushed below the waist.

In addition to maintaining a professional appearance, students are expected to maintain a high standard of conduct both on-duty and off-duty and follow the "*Code of Ethics for the Medical Sonographer.*" Students will be required to observe the following behavioral guidelines:

1. The student will **NOT** demonstrate unprofessional behavior; that is, making inappropriate comments or using inappropriate verbal or body language to patients, family or staff; gossip regarding patients, physicians, fellow students, or co-workers; discussion of clinical information (condition or prognosis) with patients or relatives (**all patient information is considered confidential and must be treated as such**); consumption of food/drink in patient areas, etc. "Common sense" applies here.
2. The student will **NOT** demonstrate an unprofessional "appearance," that includes offensive odors (excessive perfume, bad breath, body odor, etc.), hickeys, chewing gum, etc. Again, "common sense" applies here.

3. The student will **NOT** falsify practicum records to include time logs, exam logs, etc.
4. The student will not make or receive personal telephone calls during a practicum duty shift except in case of an emergency.
5. Adherence to policies and procedures applicable at the designated affiliate.

Any violation of the above rules will result in the student being sent home immediately, and time missed will have to be made up, as well as a 5 point deduction off the evaluation per occurrence.

Willful failure to closely follow these aforementioned behavioral guidelines could result in the immediate dismissal of the student from the Sonography program with no option to re-enroll at a later date.

ATTENDANCE

It is the sole responsibility of each student to always be present at his/her assigned affiliate site on the days and times designated in the schedule. There can be no substitute for the role of clinical experience in the Sonography program educational plan. Therefore, **attendance and tardy policies are rigid and strictly enforced.**

Certainly, events happen in everyone’s life that will disrupt a daily schedule. That is certainly true for the typical college student. But, if a student must be absent from a practicum duty day, he/she **MUST** notify the appropriate adjunct affiliate supervisor **PRIOR** to the scheduled time of duty. Failure to properly notify the adjunct affiliate supervisor will result in a **reduction** of the **final semester grade by 10 points.**

No more than **three** absences (*an absence is defined as missing 4 or more hours in an 8 hour period*) may be recorded during a fall or spring semester. No more than **two** absences may be recorded in a summer semester. After maximum absences have occurred, loss of points to the final semester grade will be assessed. Exceptions to this policy may be made only when the faculty clinic supervisor determines that a major and unavoidable disruption has occurred in the life of the student that resulted in the multiple absences (e.g. a lengthy hospitalization). These exceptions are rare, but when they occur, they are handled on an individual basis and do not set precedence for future decisions of similar or like circumstances. The following grade penalties will apply for absences for each semester in which the absences occurred:

1 st absence over limit	10 percentage point reduction from the semester practicum grade
2 nd Absence over limit	An additional 10 percentage point reduction from the semester practicum grade(20 points total deduction)
3 rd absence over limit	Final practicum course grade of “F”

ALL absences during any practicum course must be made up. There are no so-called “grace” or “free” days. Make-up time for any absence must be scheduled, in writing, with the affiliate

supervisor. The make-up day must occur as soon as possible and certainly before the end of the current semester. Failure to make-up all absence hours before the conclusion of the current practicum course will result in a grade "F".

If the student schedules a make-up day and is then absent or tardy on that make-up day, the same absentee and tardiness policies apply as for the original day missed. In other words, missing a make-up day will count as an absence in addition to the absence that was recorded on the original day missed. Doing make-up time before an absence **IS NOT ALLOWED** unless arrangements have been made with the program director.

Students will not be required to attend practicum assignments during final exam weeks that occur at the conclusion of the fall and spring semesters. However, final exam weeks may be used for practicum make-up hours, if so approved in advance, by the appropriate affiliate supervisor.

Students will not be counted as absent or required to make-up practicum time missed while participating in an approved school function. The program director will make the final decision to determine which school functions are approved for practicum absences.

Being tardy to a practicum assignment is unacceptable and will also result in serious consequences. A student is tardy when he/she arrives between ten minutes and thirty minutes late to the start of a work shift. The specific sonography department clock will be the official timekeeper. If the student is tardy by more than thirty minutes, the student will be sent home and an absence will be recorded for the day.

Many students often work beyond their assigned times and in doing so accumulate extra duty time. Working extra time provides for additional experience and is certainly encouraged and applauded by all concerned. However, any extra duty time cannot be used to make-up a future absence or tardiness. Likewise, any extra time earned in one practicum course cannot be carried over into a succeeding practicum course.

The following grade penalties are consequences that will result for tardies (per semester):

3 Tardy's	Loss of 10 points from the final semester practicum grade.
4 Tardy's	5 additional percentage point reduction from the semester grade (total of 15 points reduction)
5 Tardy's	5 additional percentage point reduction from the semester grade (total of 20 points reduction)
6 Tardy's	Final practicum course grade of "F"

Failure to properly notify appropriate affiliate supervisor of absence or tardy will result in 10 point deductions per occurrence off of final practicum grade

Obviously, these consequences are severe. Therefore, it is **STRONGLY RECOMMENDED** that the student develop the habit of **ALWAYS** being at his/her designated clinical site 10 – 15 minutes **BEFORE** the start of the work shift as an insurance against tardiness.

Shift hours may vary depending on location and type of rotation. It is the student's responsibility to know the assigned affiliate's work hours.

INCLEMENT WEATHER

If Amarillo College **OFFICIALLY** closes its campuses due to inclement weather (e.g. heavy snow), students will not be expected to attend their clinical rotation on the closure day(s). In the event that the student does manage to arrive at the assigned affiliate site before learning that the college has closed, he/she may stay on duty for the extra experience or may choose to return home. Any extra hours earned in this way cannot be used to make-up future absences. They certainly can be used as make-up time for absences that have already occurred (even though they were not officially scheduled as make-up time). College weather-related closures will be broadcast first on the FM90 radio station. Also, an announcement will soon appear on the Amarillo College website (www.actx.edu). These announcements are usually made by 6:30 am on the day of the closure.

Some students must routinely commute to and from Amarillo from their hometowns over relatively large distances. If inclement weather is occurring at the student's home location, but the college has not closed, the student may choose to remain at home to avoid a dangerous commute. In such cases, the student must use the standard call-in procedure and the program director will record the absence. Likewise, traveling within the city of Amarillo during a snow event may cause problems for some. The "rule of thumb" is to stay at home if it is too dangerous to travel – even if the college is still open for business that day.

Any approved weather-related absence will **NOT** count toward the designated absence limit. If the college officially closes, these hours must not be made up. If the college is open but travel is impossible, these hours must be made up.

DOCUMENTATION OF CLINICAL TIME

Students must **ACCURATELY** document all clinical duty hours. The recording of this information is the responsibility of the student and must be validated by an affiliate sonographer authorized to make the validation. All documentation must be submitted to the appropriate faculty supervisor on the first day the student returns to the college campus following the end of each rotation. It should be noted that different clinics have specific sign-in and sign-out protocols. The student should quickly learn what the specific protocol applies in his/her current assigned clinic.

Time records, which are not submitted by the designated deadline, may be refused by the college, in which case all time on the record must be re-worked.

Any falsification of practicum time records will result in a final course grade of "F" for that practicum. A second offense will drop the student from the program with no option to re-enroll.

STUDENTS RIGHTS AND RESPONSIBILITIES

Please refer to the Students Rights and Responsibilities publication of Amarillo College. This document is online at www.actx.edu. These policies apply to practicum assignments as well as to on-campus activities.

ACCIDENTS

Any accident that occurs during clinical hours resulting in patient or personal injury and/or damage to the equipment must be reported immediately to the adjunct affiliate supervisor and to the faculty program director. The student will be required to follow the procedure for documenting the incident on the proper form, per hospital/clinic policy, at the time the incident occurred. Also, the student must complete an Amarillo College incident report and return it to the faculty program director within one school day following the incident.

At the time of college registration for a practicum course, the student purchased an accidental injury policy along with a mal-practice insurance policy. At the time of injury the student must notify the faculty program director so the appropriate paperwork can be completed and appropriate medical care can be obtained.

DRUG SCREENING AND CRIMINAL BACKGROUND CHECKS

While it is not the policy of Amarillo College to do drug screening on their students, any of the clinical affiliates can do drug screening. You could be asked to submit to a random drug screen or an initial screening before your clinical duty can occur. It is expected that each student will comply with the policy of each clinical site.

COMMUNICATION

Quality health care is centered on good communication. All members of the health team must communicate clearly and effectively with their patients and with each other.

Any miscommunication, whether major or minor, will almost always have a negative impact on the health care of the patient. The student Sonographer will be faced daily with receiving, interpreting, and carrying out directions from the medical staff and from the college instructors, and should, therefore, quickly learn to listen carefully and respond appropriately. If in doubt about a particular instruction, STOP and ask questions BEFORE proceeding. And remember, when a question is needed, avoid asking the question within the hearing range of the patient.

Students will also be called upon to offer words of consolation and reassurance to patients and their family members and friends. When a patient, relative, or friend leaves the care of the Sonographer with a feeling of confusion or emotional hurt, that person will probably choose to go elsewhere the next time radiology care is needed. At the same time, however, do not give false reassurance to a patient or a family member or friend in an attempt to make the person "feel better." Eventually, the truth will surface and when it does, the reputation of the Sonographer and the health care facility will suffer greatly and irreparably.

Never give medical or personal advice or offer your opinion concerning any patient comment (even during “small talk” discussions). Likewise, never disagree with a patient and certainly never demand an explanation from the patient.

Of course, communication may be spoken or may be nonverbal. The observant Sonographer can learn a great deal about a patient through good interpretation of body language. Nonverbal communication may repeat or stress a spoken message (e.g. a patient whose body language confirms that he is in severe pain). Nonverbal communication may also contradict a verbal message (e.g. a patient is complains of severe pain but smiles, moves about easily and seems to enjoy the Sonography experience). And, nonverbal communication may totally substitute for the spoken word (e.g. a patient whose facial expressions indicate severe pain when a body part is moved but has said nothing).

When giving instructions to the patient, the student must learn to speak slowly and in a language that the patient can understand. Be simple and direct with the instructions. After an instruction has been given, determine if the patient understands the instruction before proceeding. A rehearsal may be needed BEFORE proceeding.

While in the program, students may be rotated to several different clinical sites. It is imperative that the student understands that different departments have different protocols. It is inappropriate for the students to make comments, especially negative comments about other agencies or personnel from other clinical affiliates. The students are expected to communicate in a clear and professional manner at all times. This includes treating the clinical instructors and sonographers with respect. Profanity or suggestive language will not be tolerated in any clinical setting or in the program laboratory.

PROBLEM SOLVING

When the student Sonographer is assigned to perform a particular imaging procedure, decisions must be made that will determine the specific approach to be used in performing that procedure quickly, efficiently, safely and with the least discomfort as possible to the patient.

Be observant of the patient from the moment first contact is made. Note the ability of the patient to move about, to understand instructions, and to speak coherently. Proper evaluation of these criteria will determine the imaging approach to be used. If possible, involve the patient in the development of the approach plan. The patient will be more willing to cooperate if he/she feels partially responsible for the success of the procedure. That approach may slow things down a bit, but the long-term results are certainly worth the wait.

Once the approach plan has been determined, the Sonographer should proceed as smoothly as possible.

After the images have been produced, evaluation of the plan is required which results in a learning process. How did the plan work? What unexpected problems were encountered and how were they resolved? What would be done differently next time? Etc. If an image must be repeated, NEVER go back to the patient and place the blame on the patient. Patients do not make mistakes – Sonographers do!

When a problem surfaces (and it will) stop and think before reacting and learn to problem-solve in a systematic manner to lessen the likelihood of making a bad decision. Of course, experience will most certainly contribute to good decision-making.

PATIENT RIGHTS

When a patient presents for a sonography examination, he/she has legal rights as a consumer of health care. The student Sonographer must quickly learn the nature of those rights and be fully prepared to ensure that they are all observed.

1. The patient has the right to refuse any medical treatment or procedure.

If a patient refuses to have a sonographic examination, the student should never attempt to change the patient's mind and, most certainly, should never proceed on with the procedure. Instead, discontinue with the procedure immediately and inform the supervising technologist.

2. The patient has the right to physical privacy and to confidential treatment of his records.

The student Sonographer should make every effort to keep the anatomy of the patient covered, to have the door to the room closed, and to ask permission of the patient for any person not involved in the procedure (e.g. another student) to be present.

Any information received from the patient, any procedure performed, and any test result must remain confidential within the applicable statutes.

3. The patient has the right to be transferred to another medical facility for care at his/her request, and his/her records must be made available to those who will be involved in his/her care at the new facility.

4. The patient has the right to know the names and professional qualifications of those who treat him/her. If the treatment is experimental, the patient must be informed of this, and he has the right to refuse such treatment.

The student Sonographer should always introduce self upon meeting the patient for the first time and should inform the patient of the "student" status.

5. If the patient must have some type of follow-up care after leaving the radiology department, it is the responsibility of the Sonographer or physician to explain fully to the patient the nature of the follow-up care.

6. The patient has the right to examine all financial charges presented to him/her regardless of how these charges are to be paid.

7. The patient has the right to an interpreter if he/she does not understand English.

8. The patient has the right to be informed of all clinic rules and regulations that will apply to his/her conduct as a patient in that clinic.

PRACTICUM (CLINICAL) SUPERVISION

The Amarillo College Sonography program director is the primary supervisor of the students and is ultimately responsible to ensure competency in all clinical skills. It is not possible for the program director to be present at all times while the student is in the clinical environment. Therefore, in the absence of the director, the affiliate supervisor of the appropriate Sonography Department becomes the student's immediate supervisor. In the case of his/her absence, the staff technologist to whom the student is assigned is the student supervisor.

Until a student achieves and documents the program's required competency in any given procedure, all clinical assignments must be performed under the *direct* supervision of a qualified ARDMS Sonographer.

The following are parameters of ***direct supervision***:

1. A qualified Sonographer reviews the request for examination in relation to the student's achievement;
2. A qualified Sonographer evaluates the condition of the patient in relation to the student's knowledge;
3. A qualified Sonographer is present during the performance of the examination;
4. And, a qualified Sonographer reviews and approves the finished sonographic images.

Once the student has achieved the program's required competency, he/she may perform the given procedure under *indirect* supervision.

The following are parameters of ***indirect supervision***:

1. A qualified Sonographer reviews the request for examination in relation to the student's achievements;
2. A qualified Sonographer evaluates the condition of the patient in relation to the student's knowledge;
3. A qualified Sonographer is immediately available to assist the student regardless of the level of the student achievement (immediately available is interpreted as the presence of a qualified Sonographer adjacent to the room or location where a sonographic procedure is being performed).
4. A qualified Sonographer reviews and approves the finished images.

PRACTICUM (CLINICAL) PERFORMANCE EVALUATION

At the conclusion of each practicum rotation, the student sonographer will receive a written performance evaluation from the qualified sonographer who supervised the student during the evaluation period. If there was more than one supervisor during the period, each supervisor may perform an independent performance evaluation.

The evaluation instrument and process will measure three aspects of learning:

1. Cognitive learning - Cognitive learning generally refers to knowledge gained in the classroom through lecture and demonstrations of various concepts and to the background information needed to understand a concept. In general, cognitive learning precedes the other two aspects of learning.
2. Psychomotor learning -Psychomotor learning is hands-on learning. This occurs in the energized campus laboratory and in the clinical environment. Successful psychomotor learning most always requires a certain level of cognitive information.
3. Affective learning- Affective learning involves attitudes, values, and feelings. Affective learning occurs in both the cognitive and psychomotor environments.

When the student receives the written evaluation form from the supervisor, the student should review the comments of the supervisor and discuss with him/her any items where a less than desirable response is evident so that any problem area can be corrected before the next evaluation.

PRACTICUM COMPETENCY TESTING

Students will perform competency-based testing to demonstrate their knowledge, skills and competency level for each basic or entry-level procedure.

A student's cognitive skills are directly evaluated in the classroom and indirectly evaluated throughout their practicum experiences. Psychomotor skills are evaluated in the college's energized labs and during their clinical experiences in each of the affiliates. To properly evaluate the student's psychomotor skills, it is essential to determine the level of performance ability. Only through the use of a competency-based testing system can the proficiency level a student has achieved be determined.

The practicum portion of the Sonography program is an integral part of the total curriculum. It is essential that the college and the affiliates work together to provide the best possible educational experiences to all students. It is the affiliate's role to provide practical experiences designed to bridge the gap between theory and application. This can only be accomplished through quality supervised clinical experiences. The students must have the opportunity to perform all routine types of sonographic procedures to be prepared for entry into the Sonography profession.

COMPETENCY EVALUATION SUMMARY:

The ARDMS, along with Amarillo College, prescribes a list of practicum competencies that must be successfully mastered before completion of the program.

PROCEDURE LOG

All students will be required to maintain a procedure log that accounts for every procedure the student has direct contact in. Each exam must be initialed by a technologist. The student must have his/her log with them at all times and it is subject to inspection by any Amarillo College

representative at any time. Failure to have the log will result in the student be sent home and any time missed must be made up.

Students will also be responsible for having a small notebook to write down notes and techniques at each site. This is also subject to inspection at any time and if the student is unable to produce such book, they will be sent home and any time missed must be made up.

PRACTICUM COMPETENCY PROCESS

Student competency in a practicum procedure begins with first-year in-class (didactic) instruction in the courses called “Practicum.” During each of these courses, the student will learn how to manipulate the body into all of the basic positions needed to image the body parts. Once this information is presented in the classroom, the student will move into the campus' energized laboratory and perform these positions using peers.

The student must observe no less than one complete procedure before beginning to manipulate the patient for that procedure with direct supervision.

WHAT ABOUT “FREE” TIME?

There will be periods of time while on-duty when there are no imaging procedures to be performed in the assigned room. Such so-called “free-time” should be used as follows:

1. Take the initiative to see if someone else needs help in another room.
2. Stock supplies wherever necessary.
3. Clean the equipment as needed.
4. Practice sonography skills with another student or staff member.

Generally, practicum hours are primarily intended for development of psychomotor and affective skills. “Textbook studying” should **NOT** occur at this time. However, learning is always expected.

WHAT ABOUT MEAL BREAKS?

Each student will normally be provided thirty minutes to take a meal break during a training shift. This break not only provides time to eat, but also provides a much needed pause in the daily stresses of the work environment.

On rare occasions, a heavy workload in the department may prevent this break time. Otherwise, each student is expected to take the break. A student may not skip the break with the intention of leaving thirty minutes early at the end of the work shift. Likewise, this break period may **NOT** be counted to meet the weekly time requirement.

SMOKING POLICY ON CLINICAL CAMPUSES

Most clinical affiliate campuses are smoke free. Amarillo College will support whatever action is taken by the facility, if violations occur.

BSA and NWTB are tobacco free campuses. This policy will apply to students performing their clinical rotations at these hospitals. Students cannot use tobacco products on these campuses, including in an automobile parked on the campus. Likewise, students cannot smell of tobacco while on duty on any clinical campus.

I. Policy:

BSA and NWTB wishes to promote good health practices and to provide a safe and healthy environment, consistent with its Vision to make BSA and NWTB a great place for patients and customers and a great place for people to work.

BSA and NWTB are tobacco free organizations; as such, use of tobacco products in these physical plants, on these properties, or in vehicles on these properties is not permitted.

The following policy applies to all students practicing at BSA and NWTB.

I. Definitions:

- A. Tobacco - any form of tobacco, whether for chewing or snuffing, or for smoking in cigarettes, cigars, cigarillos, or pipes.
- B. Property - includes BSA and NWTB owned, partially owned, or leased physical property, buildings and land. Included in this definition are vehicles on BSA and NWTB property.

II. Guidelines:

- A. All people are prohibited from using tobacco products on BSA and NWTB Property.
- B. Since education regarding this policy is posted throughout the organization and appears on the BSA and NWTB web site and on applications for employment, any student found using tobacco in violation of this policy will immediately be suspended from the facility.
- C. Tobacco, smoking materials or related supplies may not be sold or distributed on BSA and NWTB Property.
- D. Employees are responsible for monitoring compliance and enforcing the provisions of this policy.

**AMARILLO COLLEGE
SONOGRAPHY PROGRAM**

CLINICAL HANDBOOK ACKNOWLEDGMENT

Each student is required to sign this form which acknowledges that the student has received a copy of the Clinical Handbook.

Furthermore, the student's signature acknowledges that he/she agrees to abide by the present content of this handbook as well as any revisions that may be necessary prior to his/her graduation from the program, assuming that such revisions do not violate the college catalog under which the student is enrolled.

By my signature below, I acknowledge that I have received a copy of the Sonography program Clinical Handbook. I have read this document and have had the opportunity to ask questions concerning its contents and interpretations. I also understand that it may become necessary for program officials to revise the contents of the handbook prior to my completion of the program, in which case I agree to abide by the revisions.

Student's Signature

____-____-_____
Social Security Number

Today's Date

*Remove this signed and dated form
and present it to the Program Director
to be placed in you're permanent student file.*